

## **SUPERVISING LEGAL SERVICES CLERK**

### **DEFINITION:**

Under general direction, responsible for the legal clerical activities and daily operations of a functional organizational division, such as the Family Support Division, or assists in the overall planning, coordination and integration of the legal clerical activities and related administrative matters for one or more major divisions, such as: Specialized Clerical Support and Extradition; performs other duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the next lower class, Legal Procedures Clerk III, in that the latter class, under the supervision of the Supervising Legal Services Clerk, is responsible for complex legal clerical work of more limited scope. The Supervising Legal Services Clerk, under the supervision of the Principal Legal Services Clerk, is responsible for the operation of the legal clerical activities and related administrative matters for one or more major divisions, or of an outstation area office of the District Attorney.

The next higher class, Principal Legal Services Clerk, is distinguished from the Supervising Legal Services Clerk in that the higher class is responsible for overall administration, planning, directing and evaluating the legal clerical activities and operations of several major functional organizational divisions, or of an outstation area office of the District Attorney's Office.

### **EXAMPLES OF DUTIES:**

Assists in planning, directing, and coordinating the legal clerical activities required in the preparation, processing, review, maintenance and distribution of legal records, documents, reports, and correspondence. Assumes responsibility for normal, daily functions over legal clerical activities; monitors, coordinates workload, staffing and assignments for one or more major divisions or outstation area offices; assists in the development, review and installation of office procedures, forms and processes; follows prescribed rules and regulations in identifying and resolving routine problems in the work flow and legal clerical activities of the clerical staff.

Assists in the preparation of departmental reports, correspondence, and budget requests and the compilation of statistical data and departmental records; assists in supervising the selection, training and evaluation of subordinate legal clerical personnel; serves as an authoritative source of information regarding case status or disposition and legal processes and procedures.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Principles and techniques of supervision.
- General office practices, operating procedures, policies and legal clerical processes.

- Legal terminology and knowledge of legal documents and forms related to civil, criminal, probate and real property matters.
- Principles of word processing systems and applications as well as statistical and fiscal record keeping principles and methods.

**General Knowledge of:**

- County policy and procedures governing the legal processes for civil, criminal, family and related operational functions of the District Attorney's Office.
- Data Processing and computerized data systems, storage and operational design.
- California codes as applicable to civil, criminal, family or real property and probate matters.

**Skills and Ability to:**

- Resolve problems that may arise impacting work flow or legal clerical service activities.
- Organize and prioritize work assignments of subordinates.
- Effectively deal with behavioral problems and motivate subordinates on an individual basis.
- Interpret and define complex organizational procedures and policies.
- Establish and maintain effective working relationships with co-workers.
- Deal effectively with attorneys, law enforcement personnel, public and staff.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above.

An example of such education/experience is : Two (2) years performing a wide variety of complex legal clerical duties, including one (1) year of full-level supervisory responsibility for the orientation, training, supervising and evaluation of the work performance of subordinate legal procedures personnel.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Character and Background Investigation:**

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on the type, number, and recency may be disqualifying. Prior to appointment, candidates offered employment will be subject to a background investigation performed by the District Attorney's Office.